

PREPARE IN DUPLICATE				CONTROL NO.	
1. TITLE OF REPORT (If a fill-in report include Form No.)  <b>TDY CLEARANCE LIST FORM No. 1209</b>				2. TYPE OF REPORT	
				<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE <input type="checkbox"/> ADMIN. GENERAL <input type="checkbox"/> OTHER (specify)	
4. NO. OF COPIES PREPARED  4		5. FREQUENCY (weekly, monthly, quarterly, etc.)  Weekly		6. DISTRIBUTION (No. of components not number of copies)  2	
7. FORMAT (memorandum, form computer print-out, etc) List		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT	
		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> IF YES GIVE ADP PROCESSING NO.  UNKNOWN	
10. PREPARING COMPONENT (include lowest level contributing information to report)  CPB			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  NONE		
12. COST FACTORS					
A. MANUAL PREPARATION AND REVIEW COSTS					
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT
		X	TIMES PREPARED	=	COST PER YEAR
GS-05	\$3.78		1.70		\$6.43
GS-09	5.54		.30		1.66
					52
					\$334.36
					52
					86.32
					\$420.68
B. COSTS OF COMPUTER PRODUCED REPORTS					
N. A.					
TOTAL COSTS PER YEAR					\$420.68
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  Distribution of this report was much greater until about three or four years ago. At that time I questioned each recipient as to justification for the report. This resulted in elimination of all but two customers - TSD and FID. Origin date of this report unknown.					
14. FUTURE GOALS					
GOAL PROPOSED BY COMPONENT FOR THIS REPORT				ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input checked="" type="checkbox"/> DISCONTINUE				<input type="checkbox"/> OTHER (explain)  MAN-HOURS      DOLLARS 104      \$420.68	
16. DATE OF INVENTORY 8 October 1970		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150023-6			